MARKET LEADING LIGHT VEHICLE QUALIFICATIONS

START
**LIGHT VEHICLE - OVERVIEW**

**WHY LIGHT VEHICLE?**

- Why Light Vehicle?
- Why City & Guilds for Light Vehicle?
- What Qualifications Does City & Guilds Offer in Light Vehicle?
- Can I Get Funding for Light Vehicle Qualifications?
- How Are the Qualifications Assessed?

**WHAT SUPPORT DOES CITY & GUILDS OFFER?**

- For Me and My Team
- For My Learners
- Quality Assurance

**WHAT SHOULD I DO NEXT?**

- How Can You Help Me to Engage Learners and Employers?
- How Do I Start Delivery Today?
WHY LIGHT VEHICLE?

Car production in the UK is set to grow, with 2.2 million more cars set to be produced by 2016, according to the Society of Motor Manufacturers and Traders.

Therefore, no matter how the economy is faring there will always be a demand locally for skills in maintaining and repairing Light Vehicles.
WHY CITY & GUILDS FOR LIGHT VEHICLE?

Created in collaboration with industry leaders and employers such as Honda, our Light Vehicle qualifications develop the skills that help your learners get into, and progress through, employment in the automotive industry.

“We have found the new VCQ and VRQ qualification format in both the Light and Heavy Vehicle categories are more simplified and user-friendly. This enabled us to speed up the learning curve process when confronted with the new qualifications. We also find that the online resources have been a great aid when cascading to other members of staff”.

Graeme Warne, Lead Internal Verifier (Motor Vehicle Sector) Paragon.
WHAT QUALIFICATIONS DOES CITY & GUILDS OFFER IN LIGHT VEHICLE?

Our Light Vehicle qualifications range from Entry Level through to Level 4, allowing you to create a robust progression offer for your learners and employers.

Further information on qualifications
Our Light Vehicle qualifications range from **Entry Level through to Level 4**, allowing you to create a robust progression offer for your learners and employers. From Foundation Learning, Work Ready and pre-apprenticeships through to Full Level 3 provision and apprenticeships, and on to management and higher level programmes, our qualifications can be built into a range of courses and programmes to suit your needs wherever you are in the UK.

### COMPETENCY BASED QUALIFICATIONS (VCQS*)

Competency based qualifications are designed to be delivered in the workplace and assess whether the learner has the right practical skills to perform successfully in their job role.

### KNOWLEDGE BASED QUALIFICATIONS

### SHORT QUALIFICATIONS AND UNITISED OPTIONS

* Light Vehicle competency based and knowledge based qualifications are sometimes known as VCQs (Vocational Competency Qualifications) and VRQs (Vocationally Related Qualifications).
Our Light Vehicle qualifications range from Entry Level through to Level 4, allowing you to create a robust progression offer for your learners and employers. From Foundation Learning, Work Ready and pre-apprenticeships through to Full Level 3 provision and apprenticeships, and on to management and higher level programmes, our qualifications can be built into a range of courses and programmes to suit your needs wherever you are in the UK.

Knowledge based qualifications are usually delivered in the classroom but can be delivered in the workplace as part of an apprenticeship. They develop and assess the underlying knowledge required by the industry.

Further information on qualifications

* Light Vehicle competency based and knowledge based qualifications are sometimes known as VCQs (Vocational Competency Qualifications) and VRQs (Vocationally Related Qualifications).
Our Light Vehicle qualifications range from Entry Level through to Level 4, allowing you to create a robust progression offer for your learners and employers. From Foundation Learning, Work Ready and pre-apprenticeships through to Full Level 3 provision and apprenticeships, and on to management and higher level programmes, our qualifications can be built into a range of courses and programmes to suit your needs wherever you are in the UK.

**COMPETENCY BASED QUALIFICATIONS (VCQS*)**

We also offer a range of short qualifications and unitised options to help you make sure your courses and programmes reach the critical 540-600 GLH. Our short qualifications help to support young full time learners to progress to further education or enter the workplace.

**KNOWLEDGE BASED QUALIFICATIONS**

**SHORT QUALIFICATIONS AND UNITISED OPTIONS**

Further information on qualifications
Can I get funding for Light Vehicle qualifications?

All of our Light Vehicle qualifications are eligible for UK funding with the type of funding available varying depending on the circumstances of the learner.

The Government has recently introduced new requirements around what learners should study and how much. Programmes must meet these requirements in order to receive funding. This will ensure that every learner receives the right amount of training so that they have the skills required by employers in their industry.

The requirements vary by age group.
All of our Light Vehicle qualifications are eligible for UK funding with the type of funding available varying depending on the circumstances of the learner.

The Government has recently introduced new requirements around what learners should study and how much. Programmes must meet these requirements in order to receive funding. This will ensure that every learner receives the right amount of training so that they have the skills required by employers in their industry.

The requirements vary by age group.

16-18 learners need to follow a coherent programme of study of around 600 GLH. Such programmes should contain where applicable:

- a relevant vocational qualification of a substantial size
- an employability qualification or employability units
- Functional Skills or other Maths & English equivalents

Check the LARA database
CAN I GET FUNDING FOR LIGHT VEHICLE QUALIFICATIONS?

All of our Light Vehicle qualifications are eligible for UK funding with the type of funding available varying depending on the circumstances of the learner.

The Government has recently introduced new requirements around what learners should study and how much. Programmes must meet these requirements in order to receive funding. This will ensure that every learner receives the right amount of training so that they have the skills required by employers in their industry.

The requirements vary by age group.

**16 - 18**

For 16-18 learners, the programmes do not need to reach a certain level of Guided Learning Hours (GLH), but the learners should nevertheless be encouraged to do the following:

- Achieve their first Level 2 or Level 3 qualification where they have failed to do so previously
- Obtain Maths and English qualifications up to Level 2
- If unemployed, take units or qualifications that will help them to enter employment

**19+**

For 19+ learners, the programmes do not need to reach a certain level of Guided Learning Hours (GLH), but the learners should nevertheless be encouraged to do the following:

- Achieve their first Level 2 or Level 3 qualification where they have failed to do so previously
- Obtain Maths and English qualifications up to Level 2
- If unemployed, take units or qualifications that will help them to enter employment

[Check the LARA database](#)
Our Light Vehicle qualification assessments are bespoke. They help to increase learner success by ensuring that the assessment is appropriate to the requirements of the qualification and the type of learner taking it.
HOW ARE THE QUALIFICATIONS ASSESSED?

Our Light Vehicle qualification assessments are bespoke. They help to increase learner success by ensuring that the assessment is appropriate to the requirements of the qualification and the type of learner taking it.

<table>
<thead>
<tr>
<th>ENTRY LEVEL &amp; LEVEL 1 LEARNERS</th>
<th>For learners aiming to go as far as Level 1 we have built assessments based on practical tasks, implemented a choice of oral and written questioning, and have not included online testing. This makes the assessments accessible to those with limited literacy and ICT skills.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiming as far as Level 1</td>
<td>Further information on qualifications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTRY LEVEL &amp; LEVEL 1 LEARNERS</th>
<th>Aiming to progress to Level 2 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENCY BASED QUALIFICATIONS</td>
<td>At Level 2 and above</td>
</tr>
<tr>
<td>KNOWLEDGE BASED QUALIFICATIONS</td>
<td>At Level 2 and above</td>
</tr>
</tbody>
</table>

LESS

PREVIOUS SECTION

BACK TO OVERVIEW

NEXT SECTION
HOW ARE THE QUALIFICATIONS ASSESSED?

Our Light Vehicle qualification assessments are bespoke. They help to increase learner success by ensuring that the assessment is appropriate to the requirements of the qualification and the type of learner taking it.

<table>
<thead>
<tr>
<th>ENTRY LEVEL &amp; LEVEL 1 LEARNERS</th>
<th>For Entry Level and Level 1 learners who have the capability to progress on to apprenticeships and beyond, we have built assessments that reflect those at Level 2 (online tests, written assignments). This stretches their thinking capacity, and at the same time allows them to become familiar with the assessments used at higher levels, making progression easier.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiming as far as Level 1</td>
<td></td>
</tr>
<tr>
<td>ENTRY LEVEL &amp; LEVEL 1 LEARNERS</td>
<td></td>
</tr>
<tr>
<td>Aiming to progress to Level 2</td>
<td></td>
</tr>
<tr>
<td>and beyond</td>
<td></td>
</tr>
<tr>
<td>COMPETENCY BASED QUALIFICATIONS</td>
<td></td>
</tr>
<tr>
<td>At Level 2 and above</td>
<td></td>
</tr>
<tr>
<td>KNOWLEDGE BASED QUALIFICATIONS</td>
<td></td>
</tr>
<tr>
<td>At Level 2 and above</td>
<td></td>
</tr>
</tbody>
</table>

Further information on qualifications
HOW ARE THE QUALIFICATIONS ASSESSED?

Our Light Vehicle qualification assessments are bespoke. They help to increase learner success by ensuring that the assessment is appropriate to the requirements of the qualification and the type of learner taking it.

ENTRY LEVEL & LEVEL 1 LEARNERS
Aiming as far as Level 1

ENTRY LEVEL & LEVEL 1 LEARNERS
Aiming to progress to Level 2 and beyond

COMPETENCY BASED QUALIFICATIONS
At Level 2 and above

For competency based qualifications at Level 2 and above, assessment is by a portfolio of evidence which reflects the practical nature of these qualifications, with real pieces of work or evidence of real work, being used to demonstrate the competencies required to achieve the qualification.

Further information on qualifications

KNOWLEDGE BASED QUALIFICATIONS
At Level 2 and above
**HOW ARE THE QUALIFICATIONS ASSESSED?**

Our Light Vehicle qualification assessments are bespoke. They help to increase learner success by ensuring that the assessment is appropriate to the requirements of the qualification and the type of learner taking it.

<table>
<thead>
<tr>
<th>ENtry Level &amp; Level 1 Learners</th>
<th>For knowledge based qualifications at Level 2 and above, assessment is by a mixture of assignment and online testing, providing the learner with the opportunity to demonstrate the underpinning knowledge required to achieve the qualification, as well as demonstrating how to apply it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiming as far as Level 1</td>
<td><strong>Further information on qualifications</strong></td>
</tr>
<tr>
<td><strong>ENTRY LEVEL &amp; LEVEL 1 LEARNERS</strong></td>
<td></td>
</tr>
<tr>
<td>Aiming to progress to Level 2 and beyond</td>
<td></td>
</tr>
<tr>
<td><strong>COMPETENCY BASED QUALIFICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>At Level 2 and above</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE BASED QUALIFICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>At Level 2 and above</td>
<td></td>
</tr>
</tbody>
</table>
WHAT SUPPORT DOES CITY & GUILDS OFFER?

FOR ME AND MY TEAM

We offer a range of support resources to help your team to deliver our Light Vehicle qualifications efficiently and effectively.
FOR ME AND MY TEAM

We offer a range of support resources to help your team to deliver our Light Vehicle qualifications efficiently and effectively.

**SMARTSCREEN**
Our online teaching and learning resource portal

SmartScreen helps tutors to save time planning for lessons and helps them to create more engaging lessons by providing:

- sample lesson plans and ready-made handouts designed to cover the requirements of our qualifications
- access to a forum where they can pick up and share best practice with other tutors delivering similar programmes

**LEARNING ASSISTANT**
Our e-portfolio

**EVENTS**
Product launches, network, CPD

*England only

- View the SmartScreen website
- View the SmartScreen Apprenticeship Extra website
FOR ME AND MY TEAM

We offer a range of support resources to help your team to deliver our Light Vehicle qualifications efficiently and effectively.

<table>
<thead>
<tr>
<th>SMARTSCREEN</th>
<th>LEARNING ASSISTANT</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Learning Assistant lets assessors manage learners more effectively by allowing them to review and feedback on learner evidence between visits, enabling face time to be focused on tutoring and mentoring the learner. This means that learners can complete their qualification more quickly and to a higher standard.</td>
<td></td>
</tr>
<tr>
<td>Our online teaching and learning resource portal</td>
<td></td>
<td>Product launches, network, CPD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View the Learning Assistant website
# WHAT SUPPORT DOES CITY & GUILDS OFFER?

## FOR ME AND MY TEAM

We offer a range of support resources to help your team to deliver our Light Vehicle qualifications efficiently and effectively.

<table>
<thead>
<tr>
<th>SMARTSCREEN</th>
<th>Events keep tutors, assessors and verifiers up-to-date with the latest qualification information and best practice in delivery and assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEARNING ASSISTANT</td>
<td>Our e-portfolio</td>
</tr>
<tr>
<td>EVENTS</td>
<td>Product launches, network, CPD</td>
</tr>
</tbody>
</table>

“I find City & Guilds automotive network events extremely useful for updating my understanding of frameworks, sharing knowledge and ideas of how best to cover/deliver work to students”.

David Lunn, Lecturer, Kingston College.
WHAT SUPPORT DOES CITY & GUILDS OFFER?

FOR MY LEARNERS

Our learners support resources help them to become and remain engaged in their learning, leading to more successful learning and employment outcomes.
**WHAT SUPPORT DOES CITY & GUILDS OFFER?**

**FOR MY LEARNERS**

Our learners support resources help them to become and remain engaged in their learning, leading to more successful learning and employment outcomes.

With **Learning Assistant**, learners can submit evidence and receive feedback from their tutor in their own time, from a computer or even from a Smartphone.

Our **Smartphone app, ‘QuizCity’**, is a fun and easy-to-use tool for learners, enabling them to supplement classroom learning using their Smartphone. They can test their knowledge through multiple choice questions, receive feedback to learn from their mistakes and try again to beat their best score.

[View the Learning Assistant website](#)

“Blooming brilliant... I haven’t put my phone down since, never mind the students... Thanks ever so much, this is a tool I can use.”

**Martin Dunn,**
**Stoke on Trent College.**
WHAT SUPPORT DOES CITY & GUILDS OFFER?

QUALITY ASSURANCE

We have a range of support resources available to help you to deliver robust quality assurance efficiently, leading to successful outcomes for your learners.

On average, 9 out of 10 delegates would recommend our assessment practice and QI/IV training events to a colleague.

Based on feedback, October 2011 – August 2012
On average, 9 out of 10 delegates would recommend our assessment practice and QI/IV training events to a colleague.

Based on feedback,
October 2011 – August 2012
On average, 9 out of 10 delegates would recommend our assessment practice and QI/IV training events to a colleague.

Based on feedback, October 2011 – August 2012
On average, 9 out of 10 delegates would recommend our assessment practice and QI/IV training events to a colleague.

Based on feedback, October 2011 – August 2012
**QUALITY ASSURANCE**

We have a range of support resources available to help you to deliver robust quality assurance efficiently, leading to successful outcomes for your learners.

<table>
<thead>
<tr>
<th>QUALIFICATION CONSULTANTS</th>
<th>With Learning Assistant, you can use the secure system to monitor the work of your assessors and internal verifiers, guaranteeing the quality of the assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUALITY ASSURANCE MODEL</td>
<td></td>
</tr>
<tr>
<td>QUALITY IMPROVEMENT EVENTS</td>
<td></td>
</tr>
<tr>
<td>LEARNING ASSISTANT</td>
<td><a href="#">View the Learning Assistant website</a></td>
</tr>
</tbody>
</table>

On average, 9 out of 10 delegates would recommend our assessment practice and QI/IV training events to a colleague.

**Based on feedback,**

October 2011 – August 2012
WHAT SHOULD I DO NEXT?

HOW CAN YOU HELP ME TO ENGAGE LEARNERS AND EMPLOYERS?

We have developed a number of tools and resources to help you to engage both learners and employers. These include our Million Extra and Shape Tomorrow campaigns, as well as Career Ideas – a dedicated learner section on our website.
WHAT SHOULD I DO NEXT?

HOW CAN YOU HELP ME TO ENGAGE LEARNERS AND EMPLOYERS?

We have developed a number of tools and resources to help you to engage both learners and employers. These include our Million Extra and Shape Tomorrow campaigns, as well as Career Ideas – a dedicated learner section on our website.

**EMPLOYERS**

- Million Extra, Resource Bank and Employer Guides

**LEARNERS**

- Shape Tomorrow and Hello Future

- Career Ideas and Centre Finder

The campaign: our continued efforts to raise awareness of the value and benefits of apprenticeships amongst employers, potential apprentices and other key stakeholders.

- [View the Million Extra website](#)

- Read more about the Resource Bank

- Read more about Employer Guides
## WHAT SHOULD I DO NEXT?

### HOW CAN YOU HELP ME TO ENGAGE LEARNERS AND EMPLOYERS?

We have developed a number of tools and resources to help you to engage both learners and employers. These include our Million Extra and Shape Tomorrow campaigns, as well as Career Ideas – a dedicated learner section on our website.

<table>
<thead>
<tr>
<th><strong>EMPLOYERS</strong></th>
<th><strong>LEARNERS</strong></th>
<th><strong>LEARNERS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Million Extra, Resource Bank and Employer Guides</td>
<td>Shape Tomorrow</td>
<td>Career Ideas and Centre Finder</td>
</tr>
<tr>
<td>Shape Tomorrow</td>
<td>Hello Future</td>
<td></td>
</tr>
</tbody>
</table>

- **Shape Tomorrow**
  - Our initiative designed to engage young people in their futures and drive learner recruitment.
  - [View the Shape Tomorrow website](#)

- **Hello Future**
  - Our dedicated website to help engage young people in vocational education and direct them to centres such as yours.
  - [View the Hello Future website](#)
WHAT SHOULD I DO NEXT?

HOW CAN YOU HELP ME TO ENGAGE LEARNERS AND EMPLOYERS?
We have developed a number of tools and resources to help you to engage both learners and employers. These include our Million Extra and Shape Tomorrow campaigns, as well as Career Ideas – a dedicated learner section on our website.

<table>
<thead>
<tr>
<th>EMPLOYERS</th>
<th>Career Ideas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Million Extra, Resource Bank and Employer Guides</td>
<td>The dedicated learner section of our website, which generates 3,000-5,000 learner queries for centres per month.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEARNERS</th>
<th>Centre Finder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shape Tomorrow and Hello Future</td>
<td>Helps learners and employers visiting our website to source the details of their local centres.</td>
</tr>
</tbody>
</table>

| LEARNERS | Career Ideas and Centre Finder |

Read more about Career Ideas
Starting to deliver our Light Vehicle qualifications is simple – the first step being to complete a Qualification Approval form.

Qualification Approval form
WHAT SHOULD I DO NEXT?

HOW DO I START DELIVERY TODAY?

Starting to deliver our Light Vehicle qualifications is simple – the first step being to complete a Qualification Approval form.

Once you have submitted your qualification form to your named Customer Support Coordinator, they will organise streamlined approval visits, admin and induction support, simplifying the process and enabling you to get up and running faster.

Qualification Approval form

CUSTOMER SUPPORT COORDINATOR

DIRECT CLAIMS STATUS (DCS)

BUSINESS MANAGER
WHAT SHOULD I DO NEXT?

HOW DO I START DELIVERY TODAY?

Starting to deliver our Light Vehicle qualifications is simple – the first step being to complete a Qualification Approval form.

**CUSTOMER SUPPORT COORDINATOR**

If you have existing Direct Claims Status (DCS) you can keep this, and fast track approval is available.

[Qualification Approval form](#)

**DIRECT CLAIMS STATUS (DCS)**

**BUSINESS MANAGER**

[LESS](#)

[PREVIOUS SECTION](#)

[BACK TO OVERVIEW](#)
WHAT SHOULD I DO NEXT?

HOW DO I START DELIVERY TODAY?

Starting to deliver our Light Vehicle qualifications is simple – the first step being to complete a Qualification Approval form.

Your dedicated Business Manager can discuss additional requirements with you. This can include anything from arranging for our Portfolio Advisor to support you with curriculum planning, to helping you find out about the training we can provide for your assessors and verifiers.

- Qualification Approval form

CUSTOMER SUPPORT COORDINATOR

DIRECT CLAIMS STATUS (DCS)

BUSINESS MANAGER